TOWN OF SMITHTOWN BUILDING DEPARTMENT

DENIED BUILDING PERMIT APPLICATIONS*

When a proposed or existing structure does not meet the Town of Smithtown Zoning requirements a permit cannot be issued. The application will be denied and the applicant will have the option of applying at the Planning department for a variance. The following is the procedure when a variance is required:

Proposed Additions

A complete building permit application must be filed at the building department including <u>3 sets of plans</u> and an application fee. The building department will accept good "draftsman quality" working drawings to scale for all additions/alterations for the preparation of the denial only. After the variance hearing you must return to the building department with three sets of **Architects sealed plans**, the variance approval letter and all proper insurance/license certificates

Commercial Applications and New Dwellings

Proposed dwellings and commercial applications will only be accepted with Architects signed and sealed plans (signed/sealed preliminary plans will be accepted.) In addition, proposed dwelling applications must be submitted with a certified survey and application fee. After the variance hearing you must return to the building department with the variance letter and all proper insurance/license certificates.

- 1. The Building department will prepare a denial form based on the zoning and this denial will be submitted to the Planning Department along with the variance application.
- 2. The denial form and a variance application must be submitted to the Planning department. A hearing date will be assigned. There is a separate fee for the variance hearing.
- 3. After the Board of Zoning Appeals hearing the decision for the variance request will be made and the approval or disapproval letter should be brought in to the Building department. In the case of an approval, all insurance certificates, licenses and sealed plans must be submitted.
- **4.** The building permit application will only be processed after the variance approval and all insurance is submitted. A permit will be issued for proposed or existing structures in approximately 3 weeks
- **5.** After the permit is issued, the applicant is responsible for arranging all inspections. Inspections may include construction, plumbing, assessment and electrical.
- **6.** After all inspections a C/O (certificate of occupancy) or C/C (certificate of compliance) will be issued.

^{*}See instructions for applications for additional requirements